

Library Volunteers

Policy Statement

The Sterling Municipal Library Volunteer Services Program is designed to expand and enhance public service to the community. Volunteer support supplements the efforts of library staff and serves as a method for area residents to become familiar with the library, while creating opportunities for individuals to feel personal satisfaction in performing a valuable service for the community.

Definitions

A volunteer is a person who performs tasks for Sterling Municipal Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of Boards, such as the Library Board and the Friends of Sterling Municipal Library, and adult and teen service volunteers who perform work for the Library.

Rules

1. Service volunteers will fill out volunteer information registration forms, which will be kept on file with the librarian in charge of volunteers. Minor children may only work as volunteers with the consent of a parent or legal guardian.
2. Service volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior codes as employees.
3. The Library depends on its volunteers for a wide variety of tasks. We ask volunteers to be reliable in their commitment to the Library and to notify the Library in advance if they are unable to work their regularly scheduled time slot.
4. Volunteers are asked to wear a "volunteer badge" that identifies them as a volunteer while they are working at the library. Volunteers are expected to refer all requests for information to library staff, other than purely directional questions (e.g. where is the bathroom? etc.).
5. Volunteers are asked to sign in for each shift in order to keep an accurate record of the hours they volunteer.
6. A volunteer completing work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.
7. In the event that a volunteer is unable to adequately perform the duties assigned to him/her, and no other appropriate positions are available, the volunteer may be removed from service.
8. The Library does not offer volunteer service to individuals needing to fulfill court ordered community service hours.